



HEADQUARTERS  
**ALASKA WING, CIVIL AIR PATROL**  
AUXILIARY OF THE UNITED STATES AIR FORCE  
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20 September 2006

MEMORANDUM FOR ALASKA WING MEMBERS

FROM: HQ

SUBJECT: Alaska Wing Policy No. 27  
Lake Hood Guest Quarters and Front Office

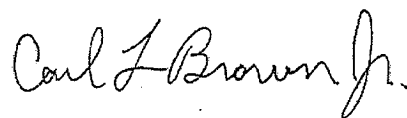
1. **The check in procedures are as follows:**

A) Point of Contact, You must contact one of the following prior to using this facility: Carl Brown, Michael Paulsen, Dennis Bailey, or Robert Brouillette, **NO EXCEPTIONS!**  
**Do not contact the Lake Hood Maintenance Employees for the cipher lock combination to the front door.** The employees have not been given the combination to the front door because they gain access from the locked office in the back.  
**Maintenance employees do not have the authority to allow use of the facility.**

B) You will be given the combination from one of the above-mentioned individuals when you make your reservations.

2. **Combination:** Once given the combination to the cipher lock, you are **absolutely forbidden** from giving this combination to anyone, or **you** will be restricted from using the facility ever again. If anyone asked for the combination refer him or her to the above-mentioned personnel. So not enter the facilities from the back door or the back offices.
3. **Front Office:** Aircrew requiring access for flight manuals, aircraft keys, and vehicle keys must contact LGM, DO, VC, or the Vice Commander prior to receiving combination.
4. **CAP Member use:** CAP members who wish to use the facility must be on CAP business.
5. **Guest Information:** Before you are given the combination **you must** provide the above mentioned approving officials the following information: your name, home unit, reason for stay, dates of stay, contact numbers, and an emergency point of contact. Regardless of whether you had the combination from a prior stay, this information **MUST** be provided for each stay. For your protection notify the LGM, Do, VC, when you actually vacate the facilities. You do not want to be held responsible for anything that has occurred to the facilities after you have left.
6. **Use by Employees:** Employee use of the hangar facilities is limited to emergency situations. Approval must be obtained from one of the Points of Contact listed above.

7. **Security:** The Lake Hood Maintenance Facility is a mission essential resource to the Alaska Wing. While using the guest quarters or the front office after normal duty hours (duty hours are 6:30 to 16:00 weekdays) you are responsible for the security of the facility. At all times, ensure that all doors are locked and that no doors are propped open. Ensure that all windows are closed and locked when leaving the building. Physically check and ensure that all doors surrounding the building are locked and report any discrepancies to the above-mentioned personnel. All privately owned and CAP vehicles must be locked when parked at the facilities.
8. **Logbook:** As a guest, you must sign in the quarters guestbook located on the second floor of the facility.
9. **Cleanliness:** The maintenance personnel at Lake Hood are not paid to clean up after you. However, the maintenance helper has been given the authority to make cursory inspections during your stay to ensure you are adhering to requirements. At all times the facilities must be kept clean and in proper order. If you make a mess, clean it up. The sinks, shower and toilets should be clean and in proper working order after you leave.
10. **Phone Calls:** The telephone is for CAP business use only. Local calls are permitted without permission but long distance calls must be requested and approved by LGM, DO, CV, or CC. Prior to the call **NO EXCEPTIONS**. The Alaska Wing HQ receives the phone bill and will be able to track the appropriate calls made.
11. **Discrepancies:** If any discrepancies are noted while occupying the guest quarters or using the front office, immediately notify the above listed approving officials. You do not want to be blamed for a mess or damage that has occurred.
12. To ensure long and lasting use of these facilities, these procedures must be strictly adhered to. To request access or place reservations please contact the one of the following individuals. They are in order of whom you **NEED TO CONTACT FIRST**.
  - a- Carl Brown CC  
243-0598 H 223-3361 C      Email: [cjbrown@acsalaska.net](mailto:cjbrown@acsalaska.net)
  - b- Dennis Bailey MO  
349-1935 H 242-2749 C      Email: [akbaileys@yahoo.com](mailto:akbaileys@yahoo.com)
  - c- Michael Paulsen Asst. DO  
337-4269 H 229-2833 C      Email: [paulsen72@hotmail.com](mailto:paulsen72@hotmail.com)
  - d- VERY LAST  
Robert Brouillette DO  
346-2288 H      Email: [robertlee@gci.net](mailto:robertlee@gci.net)
13. There shall be no deviation from this policy without the approval of the Commander.



Carl L Brown Col, CAP  
Commander Alaska Wing